



THE JOINT STAFF
WASHINGTON, DC

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12 July 2004

MEMORANDUM FOR: Director of Military Personnel Policy, Deputy Chief of Staff, US Army G-1
Director of Personnel Force Management, US Air Force
Assistant Chief of Naval Personnel, Total Force
Programming Manpower and IRM, US Navy
Assistant Deputy Chief of Staff for Personnel
Management Division, US Marine Corps
US Central Command, J-1

Subject: Cumulative Joint Duty Credit for Combined Joint Task Force
Headquarters Assignments in Approved Operations

1. This memorandum provides guidance for awarding cumulative joint duty credit to officers who have served on one of the qualifying combined joint task forces (CJTF).

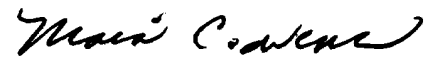
| <u>OPERATION</u> | <u>DATES OF OPERATION</u> | <u>POSITIONS APPROVED</u> |
|-------------------------------|---------------------------|---------------------------|
| CJTF-AFG/180 (Afghanistan) | 30 May 2002 – TBD | 106 |
| CJTF-HOA (Horn of Africa) | 17 October 2002 – TBD | 100 |
| CJTF-7 (Iraq) | 1 May 2003 – TBD | 137 |

2. The award of cumulative joint duty credit for officers who served on the JTF headquarters staff is not automatic. The enclosed procedures specify the criteria for receiving cumulative joint duty credit as a result of a CJTF headquarters duty assignment prior to 1 July 2004. After this date, the CJTF HQ staff will provide data directly to my JMD staff for processing to OSD for approval.

3. The Defense Manpower Data Center and my staff have designed an on-line application web page for cumulative joint duty credit. The website is available for application submission at <http://www.dmdc.osd/mil/jtf/owa/jtf.main> for

the operations listed above. Request you provide widest dissemination of this information to all of your officers.

4. Questions concerning these procedures may be referred to Ms. Karen Miller (703-695-2286), J-1/JMD.



MARIA C. OWENS
Brigadier General, USAF
Director for Manpower
and Personnel

Enclosure

Copy to:

PDUSD (MPP)(OEPM)
ODJS (GFO)
USPACOM, J1
USSOCOM, J1
USSOUTHCOM, J1
USJFCOM, J1
USSTRATCOM, J1
USSPACECOM, J1
USTRANSCOM, J1
USEUCOM, J1

ENCLOSURE

COMBINED JOINT TASK FORCE (JTF) JOINT DUTY ASSIGNMENT CREDIT
PROCEDURES

1. Joint Duty Credit Considerations

a. Officers in qualifying temporary JTF assignments can receive "cumulative" joint duty assignment (JDA) credit. This single credit does not satisfy the requirements for eligibility for promotion to grade O7, selection as a joint specialty officer (JSO), or inclusion in joint promotion reports.

b. Cumulative credit rules are complex and may or may not benefit some officers. Services should review the rules against each officer's individual circumstances to determine the credit's value or future career impacts. Note: 36 months of cumulative credit is needed for full JDA credit. However, General/Flag Officers and Critical Occupational Specialty (COS) officers can obtain full credit after obtaining 24 months of cumulative credit.

2. Eligibility Criteria

a. Listed below are the specific joint task forces with positions approved by the Deputy Principal Under Secretary of Defense on 10 October 2003:

(1) JTF-AFG (Afghanistan)/JTF-180, 106 positions*, 30 May 2002 to (ending on a date to be determined (TBD)). (HQ = Bagram, Afghanistan)

(2) JTF-HOA (Horn of Africa), 100 positions*, 17 October 2002 to TBD. (HQ = Camp Lemonnier, Djibouti)

(3) JTF-7 (Iraq), 137 positions*, 1 May 2003 to TBD (HQ = Camp Dohar, Qatar)

(*Rosters of SecDef approved JTF positions attached)

b. Minimum JTF service time for credit is 90 consecutive days.

c. At this time, credit is limited to those officers assigned to the JTF headquarters staff proper, not subordinate organizations or Service components.

d. Officers serving in the grade of O-3 filling an O-4 or above billet qualify for joint duty credit. Officers serving in the grade of O-2 or below or any other officers filling an O-3 or below billet do not qualify for credit.

e. Only "active duty list" officers affected by joint officer management legislation and policy are eligible. This excludes reserve component members and

"professional" specialties in the medical, legal, and religious career fields.

f. Credit is awarded to no more than one officer per qualifying billet assignment.

3. Processing Instructions. These instructions pertain to officers completing tours before 1 July 2004. The specific JTF Headquarters J-1 will identify officers currently and subsequently serving in an approved JTF HQ positions and forward to the Joint Staff J-1.

a. Officers with completed JTF tours must nominate themselves on the JTF webpage:

<http://www.dmdc.osd.mil/jtf/owa/jtf.main>

(1) Since the JTF HQ operations are approved for joint credit, individual justification for credit is not the objective of the nomination package. The package's primary purpose is to establish the time period and actual duty performed to determine eligibility. Multiple officer requests may be consolidated into a single nomination package but each package must contain an individual request in the prescribed format for each officer.

(2) The appropriate Service must endorse the nomination packages requesting JTF HQ joint duty credit. Services will forward recommendations to Joint Staff, J-1 for review and further consideration by PDUSD (P&R). Joint Staff, J-1 will update approved credit in the Joint Duty Assignment Management Information System (JDAMIS).

(3) Officers who served on JTF HQ positions that cannot be attached to the approved manning document (approved rosters enclosed) will be required to submit a nomination package through their appropriate Service (see paragraph 4b). Services will forward recommendations to Joint Staff, J-1 for review and further consideration by PDUSD (P&R).

4. Nomination Packages:

a. Cover memorandum: Summary of JTF credit recommendations.

(1) Address memorandum to Principal Deputy Under Secretary of Defense (Personnel and Readiness), via Director for Manpower and Personnel, Joint Staff (J-1).

(2) Identify nominees by name-grade-Service, dates of service, number of days, and name of specific JTF.

(3) Approval/Disapproval signature block at bottom of memorandum.

b. Enclosure:

(1) Officer Service Data

- (a) Full name, social security number, grade (at time of JTF assignment), Service.
- (b) Officer career specialty.
- (c) Inclusive dates and accumulated days for JTF HQ assignment (only arrival and departure dates at the JTF HQ count; not departure date from home base and subsequent return date, nor travel or training time)
- (d) Current duty location and contact telephone number.
- (e) Attach source documentation (copies): officer career brief, applicable performance evaluation and award citation, travel orders, travel voucher/claim indicating inclusive JTF assignment dates--as available or necessary to establish times and places.

(2) Position identification

- (a) Organizational Hierarchy Titles (JTF HQ, Directorate, Division, etc.)
 - (b) Position Duty Title
 - (c) Position Grade
 - (d) Duty Description
 - (e) Duty Title of Immediate Supervisor
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